



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 6, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager

Agenda Title

Report and Recommendations of the Community Center Committee

Recommended Action

Consider Community Center Committee Recommendations and take appropriate action, as necessary

Executive Summary

At the Board of Directors meeting of January 23, 2013 the final two appointments to the Community Center Committee (CCC) were made. The following evening (January 24, 2013), the Committee met for the first time and again met on Monday, February 4, 2013. Prior to the appointment of the CCC, the Community Center Subcommittee of the Board consisting of Board Members Graves and Steele met regularly with staff and were engaged in discussions pertaining to the purchase, operations, and the future determination of the new center.

At the CCC meeting on Monday, February 4, 2013, the Committee considered and made a series of recommendations for Board consideration. Items taken under discussion and recommended for Board action included the following:

- 1) Review, Discussion and Possible Recommendations relating to Operating and Capital Budget for the Discovery Bay Community Center; and
- 2) Review, Discussion and Possible Recommendations relating to the Official name and logo of the future Community Center.

The facility is in need of capital improvements consisting of repairs to plumbing, electrical, the parking lot, removal of hazards (play area/broken windows/trip hazards, etc), addition of ADA upgrades, and repairs to the swimming pool. After extensive dialogue, input from the public, deliberations, questions, comments and suggestions, the committee unanimously recommended that the Board approve a Not-To-Exceed amount of \$120,000 to provide for these necessary one-time expenses to comply with the immediate health and safety needs of the facility. Many of these upgrades are required regardless of the future use of the site. Funding will be from Zone 8.

During the next approximate 120 day period, the CCC will work on reviewing site plans, future operational and facility programming, user fees, and a variety of other issues. The CCC will then provide a series of recommendations for Board consideration pertaining to potential Community Center uses into the foreseeable future. It is hoped that those recommendations will be forwarded to the Board in April in order that they may be included in the FY 2013/14 Operating and Capital Improvement Program budgets.

The CCC also recommended that once escrow closes and the transfer of ownership occurs, that the Town of Discovery Bay continue to operate the community Center through June 30, 2013 in its current operational status. The committee considered a number of items, including schedule, fees, hours of operation and budgetary constraints. Staff has conservatively estimated revenues of \$10,000.00 monthly (as of November 30, 2012 revenues were \$16,000.00 monthly). To continue ongoing operations, it is estimated that approximately an additional (net of revenues) \$10,000.00 monthly be necessary to operate the facility over the approximate four and one-half month period. Staff, Committee members, and members of the current facility believe that with minimal upgrades and improved aesthetics, that additional revenues will be generated as a result of those efforts.

The CCC unanimously recommended to the Board to approve a Not-To-Exceed amount of \$60,000, net of revenues, for operational costs through June 30, 2013. Funding will be from Zone 8.

The second item the CCC addressed was the official name and logo for the facility. After considering a number of options (attached), the Committee believed that the name should be simple, and that it should state without any ambiguity the centers overall function. The committee, on a 4-1 vote, recommended for Board consideration naming the facility the "Discovery Bay Community Center".

The CCC recommends Board approval of the items discussed above.

Fiscal Impact:

Amount Requested: NTE \$120,000.00 Capital funding; NTE \$60,000.00 Operational funding net of all revenues

Sufficient Budgeted Funds Available?: Yes **(If no, see attached fiscal analysis)**

Prog/Fund # Zone 8 **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Establishment of Community Center Committee in 2011, Establishment of Community Center Subcommittee, Establishment of Community Center Committee on January 23, 2012, Various actions related to the purchase and transfer of the property to the Town of Discovery Bay, as well as actions related to the Lot Line Adjustment.

Attachments

1. Proposed Budget for remainder of FY 2012-13
2. Facility Name Options

AGENDA ITEM: M-1

Discovery Bay Community Center Operating Capital Proposed Budget

	Purchase On Going Costs	One Time Costs
Revenues:		
DB L&L Zone 8 - Operating		
Recreational Programming	\$ 40,000.00	
Facility Use Fees		
Rental Fees		
Refreshment Counter		
Subtotal	\$ 40,000.00	
Contractual Services		
Professional/Specialized Svcs		\$ 12,000.00
Instructors	\$ 10,380.00	
Insurance	\$ 700.00	
Subtotal	\$ 11,080.00	\$ 12,000.00
Salary & Wages		
Staff Payroll		
Parks/Maintenance Worker		
Administration / Management		
On Site / Part Time	\$ 35,000.00	
Finance		
Subtotal	\$ 35,000.00	\$ -
Operating Expenditures		
2100 Office Expenses		
Computer Programs & Security	\$ 3,000.00	\$ 3,645.00
Misc.	\$ 1,600.00	
2102 Books, Periodicals, Subscriptions		
2103 Postage		
Activity Guide (2x Annual)		
2110 Communications		
Internet	\$ 375.00	
Phone (Land & Cell)	\$ 500.00	
2120 Utilities		
PG&E	\$ 5,000.00	
Water	\$ 6,500.00	
Garbage/Green Waste	\$ 1,750.00	
2170 Household Items		
Cleaning Supplies	\$ 750.00	
Restroom Supplies	\$ 750.00	
Towel Service	\$ 1,500.00	
2272 Vehicle Fuel		
2281 Building Maintenance		
Janitorial	\$ 5,400.00	
Repairs	\$ 1,500.00	
Filters / Lights	\$ 140.00	
2282 Grounds Maintenance		
Landscape Maintenance	\$ 2,750.00	
Pest Control	\$ 400.00	
Irrigation Repairs	\$ 750.00	
Swimming Pool Maintenance	\$ 2,500.00	
Misc	\$ 2,500.00	
2303 Other Travel Employee Expenses		
Training Programs	\$ 2,500.00	
Total Operating:	\$ 40,165.00	\$ 3,645.00
CAPITAL IMPROVEMENTS		
Priority Improvements		
ADA Upgrades		
Fire Safety Upgrades / Occupancy Req.	\$	5,000.00
Window Replacements	\$	7,500.00
Water Line Repair	\$	15,380.00
Swimming Pool Repairs	\$	23,000.00
Tree Removals / Hazard Trimming	\$	6,000.00
Play Area Removal / Trailer Relocation	\$	1,500.00
Parking Lot Resurfacing	\$	30,000.00
Inspection Repairs	\$	10,520.00
Aesthetic Repairs		
Carpet Cleaning	\$	750.00
Total Repairs:	\$ -	\$ 99,650.00
Grand Total	\$ 86,245.00	\$ 115,295.00







Recreation & Community Center

